

Michigan Department of Education

APPLICATION FOR 2003-2004 CHARTER SCHOOL GRANT PROGRAM NINTH CYCLE - COMPETITIVE START-UP

General Information

INTRODUCTION

The Michigan Department of Education (MDE) is pleased to announce the 2003-2004 Charter School Competitive Start-up Grant – Ninth Cycle. The program is supported under Title V, Part C, Public Charter Schools Program, No Child Left Behind Act. In Michigan, charter schools are referenced in statute as "Public School Academies;" however, in this grant announcement they will be referred to as "charter schools." The Michigan Department of Education (MDE) was successful in receiving a grant under this program for \$20,600,000 over a three year period to support qualified public school academy developers, those public school academies in the initial phases and years of implementation, and to assist those public schools that wish to covert to public school academies. The MDE retains five (5) percent for administration.

The application will be available through the Michigan Electronic Grants System (MEGS), and must be received at the Michigan Department of Education by Monday, September 29, 2003.

GRANT PURPOSE

The purpose of this announcement is to solicit proposals from new public school academies that meet the following objectives:

1. To expand the number of quality, research-based and educationally diverse public school academies throughout the state by support efforts of charter school developers and organizers;
2. To assist existing public schools wishing to systemically reform to convert to charter "status;" and
3. To assist newly approved and operational charter schools in meeting their identified planning, start-up, conversion, and implementation needs.

This grant and the federal statutes that accompany it require strict and full adherence to the PCSP "single grant standard." This "single grant" provision says that if you receive a grant under this "planning phase" competition, you are eligible for up to an additional twenty-four months of continuation funding during the thirty-six (36) months of total allowable funding. Public school academies must be tuition-free and non-discriminatory in all policies and procedures.

Notification of this grant will be made available to Michigan Intermediate School Districts, Local Educational Agencies, Public Universities, Community Colleges, organizations, and other interested persons. It will also be posted to the Michigan Department of Education website at <http://www.michigan.gov/mde> "grants."

GRANT PRIORITY AREAS

The Michigan Department of Education, Public School Academy Program, will focus on the following priorities:

- Ensuring early childhood literacy;
- Increasing parent involvement and parent satisfaction;
- Ensuring excellent educators and teacher retention;
- Enhancing the level or effectiveness of service to special needs populations;
- Developing and implementing partnerships between public school academies, traditional public schools, intermediate school districts and other community organizations toward sustained community and school integration; and
- Increasing participation of low income and at-risk students enrolled in public school academies.

LEGAL APPLICANTS/CONTACT PERSON

Public school academies planning on opening by Fall 2004, must be chartered by June 30, 2004. This would apply to those who have not previously applied for or received a competitive charter school grant. If chartered before August 30, 2004, grant money will be made available contingent on MDE receiving funds from the USDOE.

The term "legal applicant" is the name of the proposed academy and "contact person" is one who is working with an authorized public chartering agency participating in a partnership with a developer to establish a charter school.

GRANT RANGE

Funds up to \$150,000 will be made available for activities consistent with the grant criteria.

All funding will be subject to approval by the Superintendent of Public Instruction, based on reviewer ranking, comments, and Department recommendations.

LENGTH OF AWARD

Successful applicants, once authorized, may have up to 18 months to spend this grant.

REJECTION OF PROPOSALS

The Michigan Department of Education reserves the right to reject any and all proposals received as a result of this announcement.

CLOSING DATE

The application must be submitted via MEGS by Monday, September 29, 2003.

REVIEW PROCESS AND FUNDABLE ACTIVITIES

All applications will be evaluated using a peer review system. Award selections will be based on merit, quality and thoroughness, as determined by points awarded for the Review Criteria Section and all relevant information. The following will be used as

a rating instrument in the review process. All funding will be subject to approval by the Superintendent of Public Instruction. All applicants will be notified of the Superintendent's action.

All proposals will be evaluated according to the review criteria provided below. Applicants may wish to refer to the Michigan Department of Education's "Proposal Development Guide" for additional assistance in developing their proposal. This guide may be found under http://www.michigan.gov/documents/propdevguide_13484_7.pdf.

Applicants must focus on one or more of the allowable activities listed below. Under the allowable activities described in Public Law 107-110, Title V, Part B, Section 5204 (f)(3), grant funds must be used for the following:

1. Post-award planning and design of the educational program, which may include —
 - a. refinement of the desired educational results and of the methods for measuring progress toward achieving those results; and
 - b. professional development of teachers and other staff who will work in the charter school; and
2. Initial implementation of the charter school, which may include—
 - a. informing the community about the school;
 - b. acquiring necessary equipment and educational materials and supplies;
 - c. acquiring or developing curriculum materials; and
 - d. other initial operational costs that cannot be met from State or local sources.

PAYMENT SCHEDULE

Payments to the grantee will be made upon filing the Department's "Expenditure/Request Form, DS-4492A." The grantee is permitted to request advance payments not exceeding actual immediate cash needs and reimbursement up to the total amount of the award. "Immediate cash needs" means that the recipient needs funds within 30 days to pay bills incurred. No monies will be released until the academy is authorized and the chartering documents are received and reviewed in the Public School Academy Program.

PERFORMANCE REPORTING

As a condition of receiving Charter School Grant Program funding, all recipients will provide the Department with a progress report of their performance in meeting program objectives set forth in the application for grant. The performance reports (one to two pages) should address the outcomes of the objectives that were outlined in your narrative and should clearly describe how the activities of the grant period met, or failed to meet, proposed goals and objectives. The reports are due on the following dates and will be completed via the Michigan Electronic Grants System (MEGS) via the web:

- Monday, April 12, 2004
- Monday, November 1, 2004 or 30 days after completion of project (Final Report)

FINANCIAL REPORTING

The Department's "Final Expenditure Report Form, DS-4044" is used for final financial reporting and is completed online Monday, December 6, 2004 or 60 days after completion of the project. Failure to complete the DS-4044 could result in loss of funding in which the academy must repay to the Michigan Department of Education.

FINANCIAL AUDIT

The Michigan Department of Education reserves the right to conduct a financial audit of the subgrantee's program expenditures at any time during the subgrant period.

START-UP FUNDING

The 2003-2004 Charter School Grant Program is in its' Ninth Cycle of funding. If federal funds continue to be appropriated under the Charter Schools Grant Program, grants will again be available in the future.

WHERE TO OBTAIN ASSISTANCE

These materials are issued by the Michigan Department of Education, Public School Academy Program and are the sole point of contact in the state for this program. Questions should be directed to the Public School Academy Program, Office of Field Services at 517/241-4715.